

New Action Plan 2016-2018

URV

Formació i la Investigació

0. Introduction

0.1.- Revised action plan incorporating OTMR- Policy

0.2.- Self-Assessment

1. Open, Transparent and Merit-based Recruitment of Researchers

2. Action plan



HR EXCELLENCE IN RESEARCH

0.- Introduction

- The URV continues seeking its objective of being a world recognised university. Enhancing its Staff policy is the best way to achieve this strategic objective, since it promotes the quality of its employees and creates the best working conditions for them.
- On December, the 28th, 2008, the URV endorsed “The European Charter for Researchers” and “The Code of Conduct for the Recruitment of Researchers”. In April, 2014, the URV was awarded with the “hr Excellence in Research” and initiated the implementation of the Action Plan.
- In 2015, as indicated, an internal assessment has been carried out that led to the preparation of a new Action Plan (2016-2019). This new Action Plan considers the new EC directions to enhance our Open, Transparent and Merit-based recruitment processes.

0.1.- Revised action plan incorporating OTM-R policy & the HRS4R Charter and Code

OTM-R Code & The European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers principle related	Action Plan URV to be implemented
<p>1. Have we published a version of our OTM-R policy online (in the national language and in English)?</p> <p>8. Is our current OTM-R policy in line with policies to attract underrepresented groups?</p>	<p>A1. Include the HRS4R into the strategic Plan for Research and Innovation</p>
<p>1. Have we published a version of our OTM-R policy online (in the national language and in English)?</p>	<p>A2. Implement the OTMR principles into the Research HR policy and strategy</p>
<p>2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?</p> <p>5. Do we have a quality control system for OTM-R in place?</p> <p>16. Do we have clear rules governing the appointment of selection committees? (See chapter 4.4.2.a)</p> <p>17. Do we have clear rules concerning the composition of selection committees?</p>	<p>A3. Include HRS4R and OTM-R into the Quality Management System of the HR Unit</p>
<p>6. Does our current OTM-R policy encourage external candidates to apply?</p> <p>7. Is our current OTM-R policy in line with policies to attract researchers from abroad?</p> <p>9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?</p> <p>11. Do we have clear guidelines or templates (e.g. EURAXESS) for advertising positions?</p>	<p>A4. Increase our capacity to attract talent</p>
<p>3. Is every involved in the process sufficiently trained in the area of OTM-R</p> <p>4. Do we make (sufficient) use of e-recruitment tools?</p> <p>15. Do we keep the administrative burden to a minimum for the candidate?</p> <p>21. Do we provide adequate feedback to interviewees?</p> <p>22. Do we have an appropriate complaints mechanisms in place?</p>	<p>A5. Recruitment process: Revision and enrichment</p>
<p>24. Working conditions (HRS4R Charter and code)</p>	<p>A6. Definition and implementation Welcome process</p>

0.2.- Self Assessment

- On December, the 28th, 2008, the URV endorsed “The European Charter for Researchers” and “The Code of Conduct for the Recruitment of Researchers”. In April, 2014, the URV was awarded with the “HR Excellence in Research” and initiated the implementation of the Action Plan.
- In 2015, as indicated, an internal assessment has been carried out that led to the preparation of a new Action Plan (2016-2019). This new Action Plan considers the new EC directions to enhance our Open, Transparent and Merit-based recruitment processes.
- It follows the information and deliverables for each action in the **Action Plan 2013-14** :

Self Assessment

1.- Open, Transparent and Merit-based Recruitment of Researchers

OTM-R ensures that the best person for the job is recruited, guarantees equal opportunities and access for all, facilitates developing an international portfolio (cooperation, competition, mobility) and makes research careers more attractive.

What is in it for the URV?

OTM-R brings benefits to researchers, within the URV and the wider research system. More specifically, OTM-R makes research careers more attractive, ensures equal opportunities for all candidates and facilitates mobility.

Overall, it may contribute to an increase in the cost-effectiveness of investments in research!

2.- Action Plan (I)

Action	How	Who	When Schedule	Deliverables
A1. Include the HRS4R into the Strategic Plan for Research and Innovation Plan	<p>Create an specific comission to deal with our future HR policy</p> <p>Study the current situation of our researchers</p> <p>Design and approve our future policy</p> <p>Approve the new policy by the governing board</p> <p>Review recruitment processes and policies to ensure the ability to attract international talent and from underrepresented groups (women, disabled ...)</p>	<p>Vice-Rector for Scientific Policy and Research</p> <p>Vice-Rector of teaching and research staff</p>	<p>November 2015 - November 2016</p>	<p>Strategic Plan for Research and Innovation policy document</p>
A2. Implement the OTMR principles into the Research HR policy and strategy	<p>Include the OTM-R policy into de URV HR policy</p> <p>Publish and wide disseminate the document in English, Spanish and Catalan</p> <p>Create a specific subunit to deal with this implementation in the HR unit</p>	<p>Quality Department and HR Unit</p>	<p>October 2016 - December 2017</p>	<p>HR Policy document</p> <p>Functional description of the HR unit and the specific subunit</p> <p>Organization chart</p>
A3. Include HRS4R and OTM-R into the Quality Management System of the HR Unit	<p>Review and define processes and indicators related to the implementation of the HRS4R and OTMR principles</p> <p>Preparation of the services chart, including commitments related HRS4R and OTM -R</p> <p>Review of the Quality Manual to adapt to OTM -R</p> <p>Including the mechanism for evaluating compliance with the objectives of OTM -R in the system of quality management</p>	<p>Quality Department</p>	<p>December 2016 - December 2017</p>	<p>Quality Manual</p> <p>Service Charter</p> <p>Description Process documentation</p>

2.- Action Plan (II)

Action	How	Who	When Schedule	Deliverables
A4. Increase our capacity to attract talent	<p>Program " Attracting talent -ICREA "</p> <p>Martí and Franqués Program (pre and post doctoral positions)</p> <p>Review external mechanisms for offers publication (Euraxes jobs, etc.) to ensure they serve to attract the best candidates</p>	Vice-Rector for Scientific Policy and Research	December 2017	Call dissemination process documentation
A5. Revision of the recruitment process	<p>Analysis of the survey to improve the process (working feedback channel)</p> <p>Implement a OTMR training course for researchers and technical staff</p> <p>Extend to all position the on-line and paper free application process</p> <p>Implement complaints and suggestions process defined under the QMS services URV</p>	URV head	December 2016 - December 2018	Document
A6. Definition and implementation Welcome process	<p>Adapt the web tool to welcome process</p> <p>Define the coordination process within the URV units involved to welcome external researchers</p>	HR Unit and other units involved: Icenter, departments, ...etc.	December 2017	Welcome Process Documents



UNIVERSITAT
ROVIRA I VIRGILI



campus
d'excel·lència
internacional
catalunya sud

campus
de excelencia
internacional
cataluña sur

campus
of international
excellence
southern catalonia

www.urv.cat